


CADET - Hire

The following procedure is for the **HIRE** process of Cadets.

The HIRE process is for new members who have **NOT** previously been issued an Employee ID (Emplid) number. If the member has an Emplid, please navigate to the Rehire Guide.

Step	Action
1	<div></div> <p>From the Portal Page, select Add a Person from the <u>Accessions</u> pagelet.</p>
2	<div></div> <p>Click the Add Person button.</p>

3

The Effective Date will default to the current date. You may edit to a previous date, but cannot future date.

Click on the Add Name button.

4

Enter member's **complete** (spell out) name including middle name; when completed click the **OK** button.

Note: With respect to the middle name, do not use the traditional **NMN** for those members with no middle name; this will cause the issuance of a government travel card with a middle initial of "N" and cause a subsequent denial of its use for a member so identified. Leave blank as above.

You will be returned to the Biographical Details Tab.

5

Biographical Details **Contact Information** Regional Organizational Relationships

Easy Money Person ID: NEW

Name Find | View All First 1 of 1 Last

*Effective Date: 08/15/2013

*Format Type: English

Display Name: Easy Money Edit Name

Biographic Information

Date of Birth: 04/10/1990 23 Years 4 Months

Birth Country: USA United States

Birth State: KS Kansas

Birth Location: Topeka Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 08/15/2013

*Gender: Male

*Highest Education Level: C-HS Graduate or Equivalent

*Marital Status: Single As of: 08/15/2013

Language Code: English

Alternate ID: Full-Time Student

National ID Customize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	011-22-5454	<input checked="" type="checkbox"/>

Save Notify Refresh Add Update/Display Include History Correct History

The Effective Date defaults to the current date. It may be edited to a previous actual hire date. **It cannot currently be future dated.**

- Date of Birth: Enter the member's date of birth.
- Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed.
- Birth Location: City/Town of birth.
- Gender: Click the dropdown and select appropriate gender.
- Highest Education Level: Click the dropdown and select education level.
- Marital Status: Click the dropdown and select applicable status.
- Language Code: Click the dropdown and select English.
- National ID: Enter the member's Social Security Number (no spaces).

When completed, select the **Contact Information Tab**.

6

Biographical Details **Contact Information** Regional Organizational Relationships

Easy Money Person ID: NEW

Current Addresses Customize | Find | View All First 1 of 1 Last

Address Type	As Of Date	Status	Address
Home	08/15/2013	A	

Add Address Detail

Phone Information Customize | Find | View All First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
			<input type="checkbox"/>

Email Addresses Customize | Find | View All First 1 of 1 Last

Email Type	Email Address	Preferred
		<input type="checkbox"/>

Instant Message IDs Customize | Find | View All First 1 of 1 Last

*Network ID	*IM Protocol	*IM Domain	Preferred
			<input type="checkbox"/>

The system defaults the first address as Home and the As Of Date is the date of hire.

Select the **Add Address Detail** link.

7




Address History
Address Type: Home
Address History Find First 1 of 1 Last
*Effective Date: 08/15/2013 Address:
Country: USA
*Status: A
[Add Address](#)

The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated.

Select the **Add Address** link.

8



Edit Address
Country: United States
Address 1: 1 Coin Street
Address 2:
Address 3:
City: Topeka State: KS Kansas
Postal: 12345
County: Shawnee
[OK](#) [Cancel](#)

Address 1: Number/street name

Address 2: Not used

Address 3: Not used

City: Enter address city

State: Enter Address state

Postal: Enter Postal Zip code

County: Enter county (if known)

Click the **OK** button.

9	<p>Address History</p> <p>Address Type: Home</p> <p>Address History Find First 1 of 1 Last</p> <p>*Effective Date: 08/15/2013 BT Address: 1 Coin Street + - Country: USA 🔍 Topeka KS 12345 *Status: A 🔍 Add Address</p> <p>OK Cancel Refresh</p>																
10	<p>Current Addresses Customize Find View All 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>08/15/2013</td> <td>A</td> <td>1 Coin Street Topeka KS 12345</td> <td>Edit/View Address Detail + -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address		Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail + -						
Address Type	As Of Date	Status	Address														
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail + -													
11	<p>Current Addresses Customize Find View All 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>As Of Date</th> <th>Status</th> <th>Address</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>08/15/2013</td> <td>A</td> <td>1 Coin Street Topeka KS 12345</td> <td>Edit/View Address Detail + -</td> </tr> <tr> <td>Mailing</td> <td></td> <td></td> <td></td> <td>Add Address Detail + -</td> </tr> </tbody> </table>	Address Type	As Of Date	Status	Address		Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail + -	Mailing				Add Address Detail + -	
Address Type	As Of Date	Status	Address														
Home	08/15/2013	A	1 Coin Street Topeka KS 12345	Edit/View Address Detail + -													
Mailing				Add Address Detail + -													
12	<p>Address History</p> <p>Address Type: Mailing</p> <p>Address History Find First 1 of 1 Last</p> <p>*Effective Date: 08/15/2013 BT Address: + - Country: USA 🔍 *Status: A 🔍 Add Address</p>																
13	<p>Edit Address</p> <p>Country: United States</p> <p>Address 1: 15 Mohegan Avenue</p> <p>Address 2: Box 1111</p> <p>Address 3:</p> <p>City: New London State: CT 🔍 Connecticut</p> <p>Postal: 54321</p> <p>County: New London</p> <p>OK Cancel</p>																

The address will display as entered.

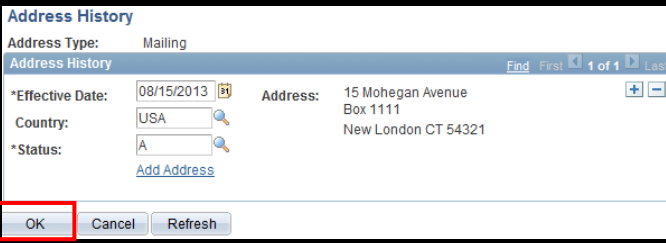
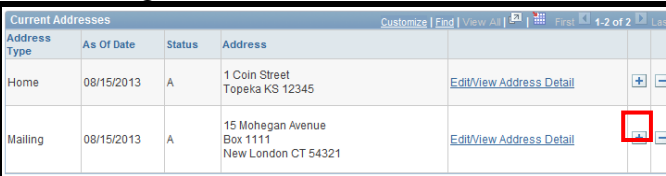
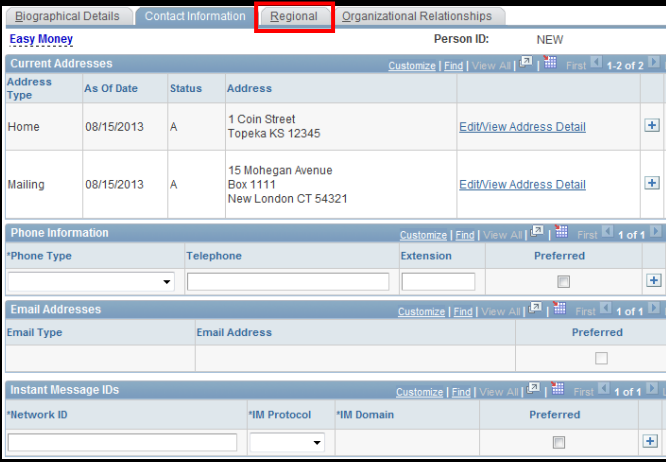

Select the **OK** button.

The Home address has been recorded. Click the “+” to add a Mailing Address.

Click the Address Type drop down and select **Mailing**. Then click the **Add Address Detail** link.

Click the Add Address link.

Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the **OK** button.

14	 <p>The Mailing address will be listed as entered. Click the OK button.</p>	
15	 <p>Click the “+” and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4.</p>	
16	 <p>The Phone Information, Email Address and Instant Message IDs are left blank.</p> <p>Select the Regional Tab.</p>	
17 <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Ensure Reg Region is USA </div>	 <p>Click Ethnic Group lookup and select appropriate category. If member claims other than one ethnic group, click the “+” button and add Hispanic or Non-Hispanic or for additional group designation. All other data fields are left blank.</p> <p>Select the Organizational Relationship Tab.</p>	

18

Check the **Employee** box, then click the Add Relationship button.

The **Employee ID** number will be generated and you will automatically navigate to **Job Data**.

19

You should record the Employee ID number for future reference. If for any reason you do not complete this accession during this session, you use the **Add Employment Instance** link in the **HR Data Shortcuts** pagelet. Enter the Employee ID number, click on **Add Relationship** and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered.

Do not use the Add Employment Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Personal Information or Job Data links.

Effective Date: Defaults to the current date. **This date may be future dated to reflect actual hire date.**

Reason: Click the drop down and select New Position.

Enter the appropriate Position Number. Currently, for a CADET enter 00060344.

Position Entry Date: Date of Hire.

Click the **Override Position Data** button.

19
cont.

The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location should default as shown. If they do not, click the lookup button and set them to:

- Regulatory Region: AD
- Company: ACG
- Business Unit: CADCG
- Department: 004311
- Department Entry Date: Date of Hire
- Location: Default with data matching Department entered.

Position Number: 00060344 UNBUDGETED POSITION
Use Position Data
Position Entry Date: 08/15/2013
☐ Position Management Record
*Regulatory Region: AD Active Duty
*Company: ACG Active CG
*Business Unit: CADCG Cadets CG
*Department: 004311 ACADEMY - CADETS
Department Entry Date: 08/15/2013
*Location: CT0032 CG ACADEMY - CADETS
Establishment ID:

Work Location Job Information Job Labor Payroll Salary Plan Compensation
Easy Money Empl ID: 1234567
Employee Empl Record: 0
Military Service:
Work Location Find First 1 of 1 Last
*Effective Date: 08/15/2013 Go To Row + -
Effective Sequence: 0 *Action: Hire
HR Status: Active Reason: New Position
Payroll Status: Active *Job Indicator: Primary Job
Calculate Status and Dates
Position Number: 00060344 UNBUDGETED POSITION
Use Position Data
Position Entry Date: 08/15/2013
☐ Position Management Record
*Regulatory Region: AD Active Duty
*Company: ACG Active CG
*Business Unit: CADCG Cadets CG
*Department: 004311 ACADEMY - CADETS
Department Entry Date: 08/15/2013
*Location: CT0032 CG ACADEMY - CADETS
Establishment ID: Date Created: 08/15/2013
Last Start Date: 08/15/2013
Expected Job End Date:

Click on the **Job Information Tab**.

20

Work Location Job Information **Job Labor** Payroll Salary Plan Compensation

Easy Money Employee Empl ID: 1234567 Empl Record: 0

Military Service:

Job Information Find First 1 of 1

Effective Date: 08/15/2013 Action: Hire
Effective Sequence: 0 Reason: New Position
HR Status: Active Job Indicator: Primary Job
Payroll Status: Active Current

*Job Code: 209898 Coast Guard Academy Cadet
Entry Date: 08/15/2013
Supervisor Level:
Supervisor ID: 1234567 Loose Change
Reports To:
*Regular/Temporary: Regular *Full/Part: Full-Time
Empl Class: AD *Officer Code: None
*Regular Shift: N/A Shift Rate:
*Classified Ind: Classified Shift Factor:

Standard Hours
Standard Hours: 240.00 Work Period: M Monthly
FTE: 1.000000
☐ Adds to FTE Actual Count? ☐ Encumbrance Override

Contract Number
Contract Number: Next Contract Number
Contract Type:

Military
Contract Number: Next Contract Number
Contract Type:

Job Code: Enter 209898 (if not defaulted) and Tab.

Supervisor ID: Enter the Employee ID for the CGHRSUP that will be approving the accession.

Employee Class: Click on the drop-down and select **AD**.

Click on the **Job Labor Tab**.

21

Work Location Job Information **Job Labor** Payroll Salary Plan Compensation

Easy Money Employee Empl ID: 1234567 Empl Record: 0

Military Service:

Labor Information Find First 1 of 1 Last

Effective Date: 08/15/2013 Action: Hire
Effective Sequence: 0 Reason: New Position
HR Status: Active Job Indicator: Primary Job
Payroll Status: Active Current

Bargaining Unit:
Labor Agreement: ENL Reserve Component Enlisted
Labor Agreement Entry Dt: 08/15/2013
Employee Category:
Employee Subcategory:
Employee Subcategory 2:
☐ Position Management Record
Union Code:
Union Seniority Date:
Works Council ID:
Labor Facility ID:
Entry Date:
☐ Stop Wage Progression
☐ Pay Union Fee
☐ Exempt from Layoff Reason:

Labor Agreement: Click on the lookup icon and select **ENL**.

The **Labor Agreement Entry Dt** will default to date of hire.
Click on the **Job Labor Tab**.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Easy Money
 Employee

Empl ID: 1234567
 Empl Record: 0

Military Service:
Labor Information

Effective Date: 08/15/2013
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active

Action: Hire
 Reason: New Position
 Job Indicator: Primary Job

Go To Row

Bargaining Unit:
 Labor Agreement: ENL Active Component Enlisted
 Labor Agreement Entry Dt: 08/15/2013
 Employee Category:
 Employee Subcategory:
 Employee Subcategory 2:
☐ Position Management Record

Union Code:
 Union Seniority Date:
 Works Council ID:
 Labor Facility ID:
 Entry Date:
☐ Stop Wage Progression
☐ Pay Union Fee
☐ Exempt from Layoff Reason:

Assigned Seniority Dates

Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
AD PAY SCALE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CURRENT AD DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Scroll down the page to **Assigned Seniority Dates** and select **View All**.

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
AD PAY SCALE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DEP DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CMA DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
CURRENT AD DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DIEMS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
EXPECTED AD TERM DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
EXPECTED LOSS DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
JOB FAMILY ENTRY DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
MIL OBLIGATION COMPL DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
PAY ALLOWANCE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
POINTS SWE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
PAY BASE DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
DATE OF RANK	209898	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
ROTATION DATE		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Only enter dates as indicated. All other fields are blank.

- Active duty Base Date: Leave blank (See note 1 below)
- AD Pay Scale Date: Date of Oath of Office
- CMA Date (see Chapter 3 of PAYMAN for correct date per situation)
- Current Active Duty Date: Date of Oath of Office
- DIEMS Date: Date Initial Entry Military Service (any component)
- Expected AD Term Date: 6 years from Oath of Office date (remember to minus 1 day)
- Expected Loss Date: 8 years from DIEMS (minus 1 day)
- Job Family Entry Date: Date of Oath of Office
- Mil Obligation Completion date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP)
- Pay Allowance Date: Date of Oath of Office
- Pay Base Date: Leave blank (See note 1 below)
- Date of Rank: Date of Oath of Office

Note 1: Upon graduation from the Academy and appointment as a commissioned officer, the service dates are defaulted to the commissioning date in Seniority Dates. A Statement of Creditable Services (SOCS) request must be sent to PPC (ADV) for those members that attended the Scholar Program (served on active duty or reserve).

Click on the **Payroll Tab**.

24

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Payroll Information Find First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

*Payroll System: Global Payroll

Global Payroll

Pay Group: **USCG STG** USCG AD Staging Paygroup

Setting

☒ Use Pay Group Eligibility

☒ Use Pay Group Rate Type

☒ Use Pay Group As Of Date

Holiday Schedule:

Eligibility Group:

Exchange Rate Type:

Use Rate As Of:

Pay Group: Should default to USCG STG.

Click on the **Salary Plan** Tab.

25

', 'Worn Rank: ', 'Worn Rank Type: ', 'Skill Grade: ', 'Rank Entry Date: ', 'Grade: ', 'Step: 1', 'Grade Entry Date: 08/15/2013', and 'Step Entry Date: 08/15/2013'."/>

Work Location Job Information Job Labor Payroll Salary Plan **Compensation**

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Salary Plan Find View All First 1 of 1 Last

Effective Date: 08/15/2013 Go To Row

Effective Sequence: 0 Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active Job Indicator: Primary Job Current

▼ Military

Rank: Rank Entry Date:

Worn Rank:

Worn Rank Type:

Skill Grade:

Salary Admin Plan: **CDT**

Grade:

Step: 1

Grade Entry Date: 08/15/2013

Step Entry Date: 08/15/2013

☐ Includes Wage Progression Rule

Salary Admin Plan: Should default to **CDT**. If not, click on the lookup icon and select CDT.

Grade: Click the lookup icon and select CDT.

Step: Enter the appropriate step.

Step Entry Date: Will default to date of Hire.

If Prior Military Service: Click on the Step lookup icon and select the appropriate step. The step corresponds to a member's longevity for pay purposes. In this example 1 = less than 2 years military service, then Tab.

Click on the **Compensation** Tab.

26

Work Location Job Information Job Labor Payroll Salary Plan **Compensation**

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Compensation Find First 1 of 1 Last
Go To Row

Effective Date: 08/15/2013
Effective Sequence: 0 Action: Hire
HR Status: Active Reason: New Position
Payroll Status: Active Job Indicator: Primary Job Current ☐

Compensation Rate: 495.00 USD *Frequency: Semimonth

Comparative Information

Pay Rates

Default Pay Components Contract Change Prorate Option

Pay Components Customize Find First 1 of 1 Last
Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	990.000000	USD	M			

Calculate Compensation

Job Data Employment Data **Benefits Program Participation**

Click on the **Default Pay Components** button. This will update the **Compensation Rate** data.

Click the **Benefits Program Participation** link.

27

Benefit Program Participation

Easy Money Empl ID: 1234567
Employee Empl Record: 0

Military Service:

Benefit Status Find First 1 of 1 Last
Go To Row

Benefit Record Number: 0
Effective Date: 08/15/2013
Effective Sequence: 0 Action: Hire
HR Status: Active Reason: New Position
Payroll Status: Active Job Indicator: Primary Job Current ☐

*Benefits System: **Base Benefits** Benefits Employee Status: Active

Annual Benefits Base Rate: USD

Benefits Administration Eligibility

BAS Group ID:

Elig Fld 1: Elig Fld 2: Elig Fld 3:
Elig Fld 4: Elig Fld 5: Elig Fld 6:
Elig Fld 7: Elig Fld 8: Elig Fld 9:

Benefit Program Participation Find View All First 1 of 1 Last
+ -

*Effective Date: 08/15/2013 Currency Code: USD
*Benefit Program: ACG CG/NOAA Active Deduction Prog

Job Data Employment Data **Benefits Program Participation**

Ensure Benefits System reads **Base Benefits**

Effective Date: If you are completing the Job Data AFTER the effective date of hire, you need to change the date to the date of hire.

Benefit Program: Click the lookup icon and select **ACG**.

Click the **Job Data** link.

28

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Easy Money

Employee Empl ID: 1111111
Empl Record: 0

Military Service:

Work Location Find First 1 of 1 Last

*Effective Date: 08/15/2013

Effective Sequence: 0 *Action: Hire

HR Status: Active Reason: New Position

Payroll Status: Active *Job Indicator: Primary Job

Position Number: 00095687 Officer Candidate

Position Entry Date: 08/15/2013

☐ Position Management Record

*Regulatory Region: RSV Reservists

*Company: ACG Active CG

*Business Unit: ENLCG Enlisted CG

*Department: 002817 RESERVE PERS MGMT

Department Entry Date: 08/15/2013

*Location: VAO323 PERSONNEL SERVICE CENTER

Establishment ID: Date Created: 08/15/2013

Last Start Date: 08/15/2013

Expected Job End Date:

▼ Military

Reserve Class Code:

Component Category:

Job Data [Employment Data](#) [Benefits Program Participation](#)

Click the **OK** button.

29

You will receive several “Warning” messages

Head Count – Click the OK button

RESERVE UNBUDGETED POSITION

Current ☐

Position Management Record

Reservists

Active CG

Officer CG

RESERVE

PERSONNEL SERVICE CENTER

Date Created: 06/14/2013

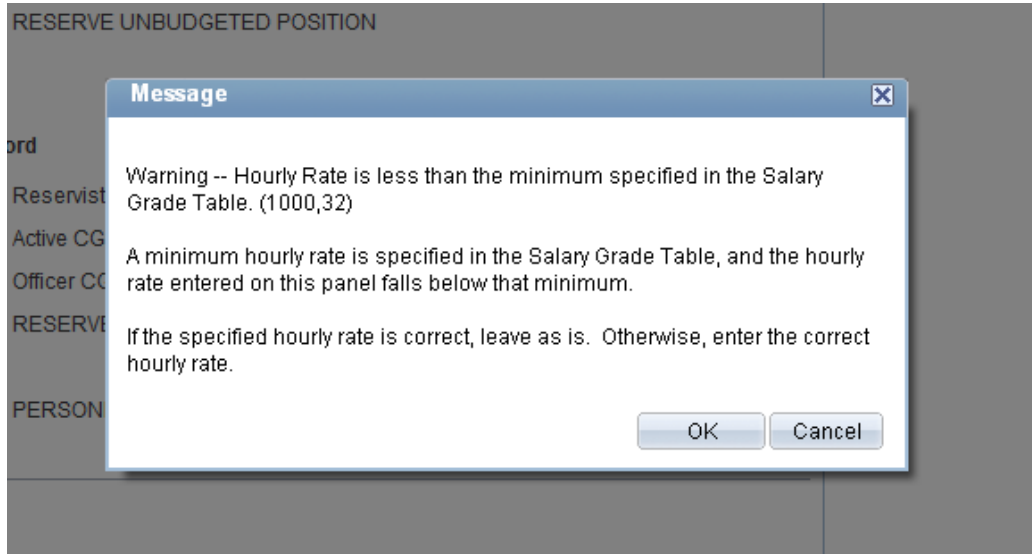
Message

Warning -- Head count of 1125 exceeds maximum head count of 0 for position. (1000,156)

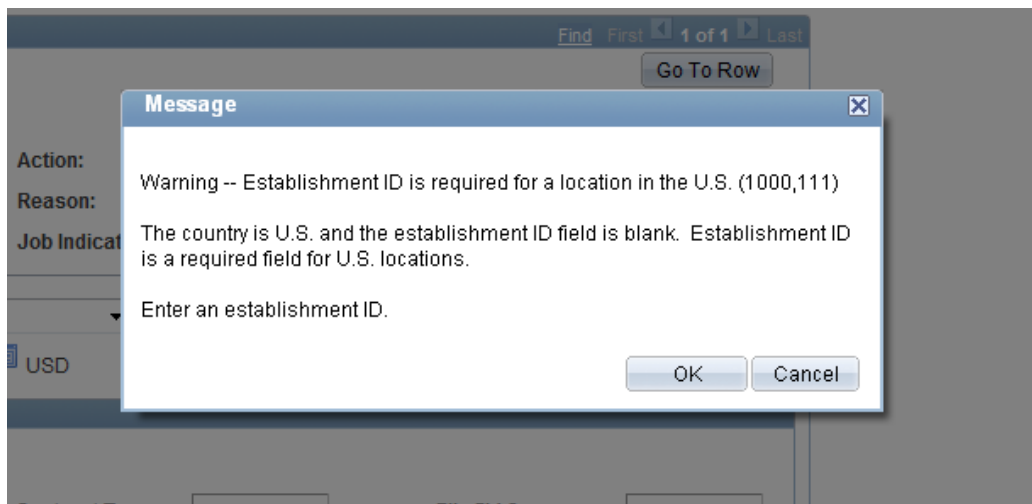
When Position Management is installed, head counts for each position are compared to the maximum head count on the Specific Information page. Correct position number, change maximum to allow an additional incumbent, or leave as is.

29
Cont'd

Hourly Rate – Click the OK button

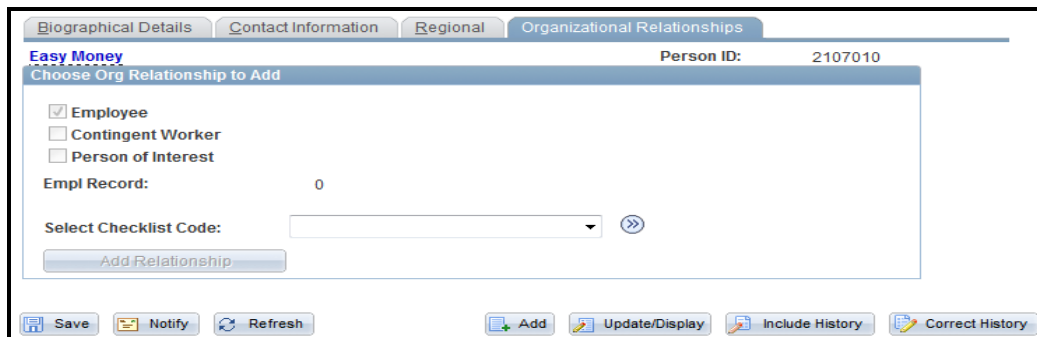


Establishment ID – Click the OK button



30

After a successful Save you will be returned to the Organizational Relationships Tab.



Accession Approval

Introduction


This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure

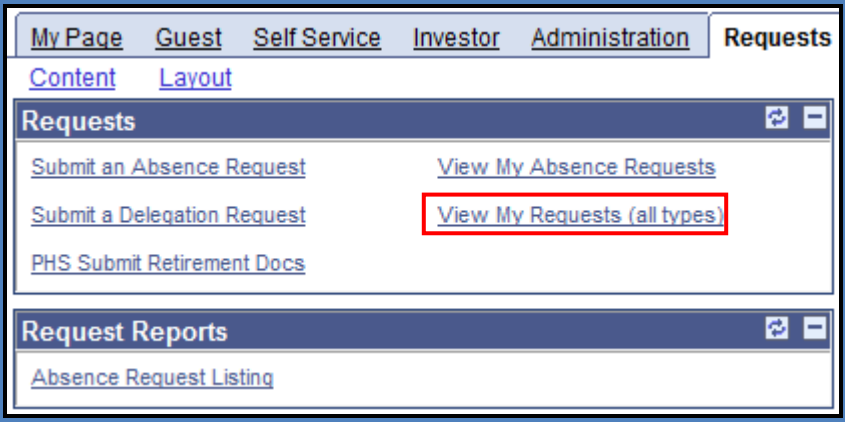
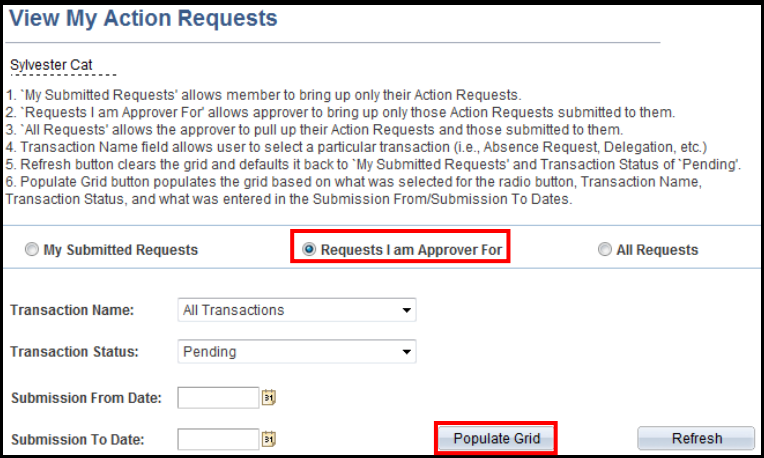
Follow these steps to approve an accession.

Step	Action
1	<div data-bbox="337 682 1380 991"></div> <p>As approver you should review/audit the accession process prior to approval.</p> <p>From the Portal Page you click the Personal Information and Job Data links for review/audit. Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select <u>Requests</u> located at the top of the page.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
2	<div></div> <p>Click the View My Requests (all types) link.</p>
3	<div></div> <p>Select the Requests I am Approval For radio button.</p> <p>The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters.</p> <p>Click the Populate Grid button.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step

4

Action

View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name: All Transactions

Transaction Status: Pending

Submission From Date:

Submission To Date:

Populate Grid

Refresh

Customize Find View All First 1-5 of 5 Last						
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date Approve/Deny
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013 Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013 Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013 Approve/Deny

A listing of all accessions you have been identified for approval will be displayed.

Select **Approve/Deny** for the member you are approving.

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
5	<div><div><div><div><div>Action Request</div><div>Approval/SOD for Accessions</div><div>Darth Vader</div><div><ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div></div></div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321 Sylvester Cat</div></div><div>Comment: <input type="text"/></div><div><div>Approve</div><div>Deny</div></div></div><div><div><div><div>Accessions Hire Approval</div><div><div>Delegation Approval Process: Pending View/Hide Comments</div><div>One Approval level</div><div><div>Pending</div><div><div> Sylvester Cat</div><div>Initial Approve Action Request</div></div></div></div><div><div>Comment History</div><div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div></div></div><p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p><p>Select either Approve or Deny.</p></div>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
6	<div><div><div><div><div>Action Request</div><div><u>Approval/SOD for Accessions</u></div><div>Darth Vader<ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321Sylvester Cat</div></div><div>Comment:<div></div></div><div><div>Approve</div><div>Deny</div></div></div></div><div><div>Accessions Hire Approval</div><div><div>Delegation Approval Process: Approved</div><div>One Approval level<div><div>Approved</div><div><div>✓</div><div>Sylvester Cat</div><div>Initial Approve Action Request</div><div>06/24/13 - 12:39 PM</div></div></div></div><div><div>Comment History</div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div></div></div>

If Approved, the Approve/Deny buttons will gray out after system saves the approval.

You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.



Accessions – Contract Data

Introduction

This section provides the procedure for completing the contract of a Cadet with no prior service

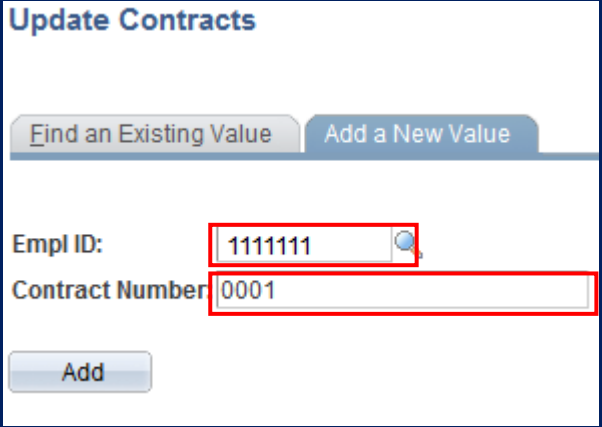
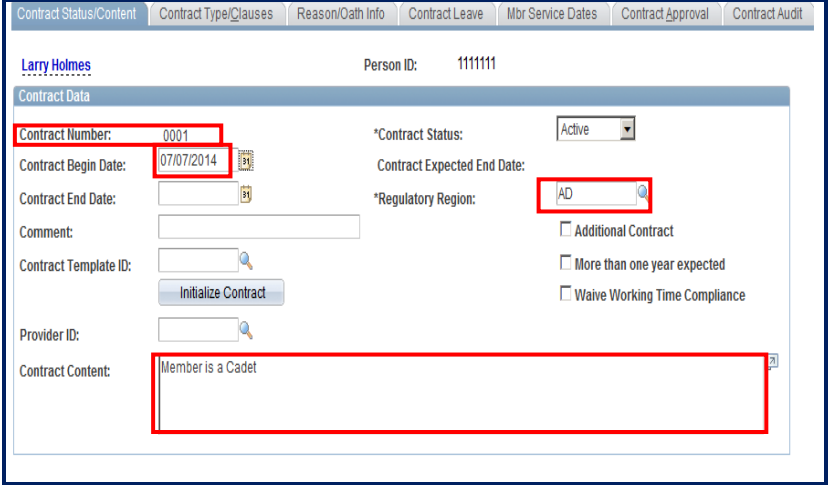
Procedure

Follow these steps to complete the contract of a Cadet

Step	Action
1	<div><p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p></div>
2	<div><p>Click on Add a New Value</p></div>

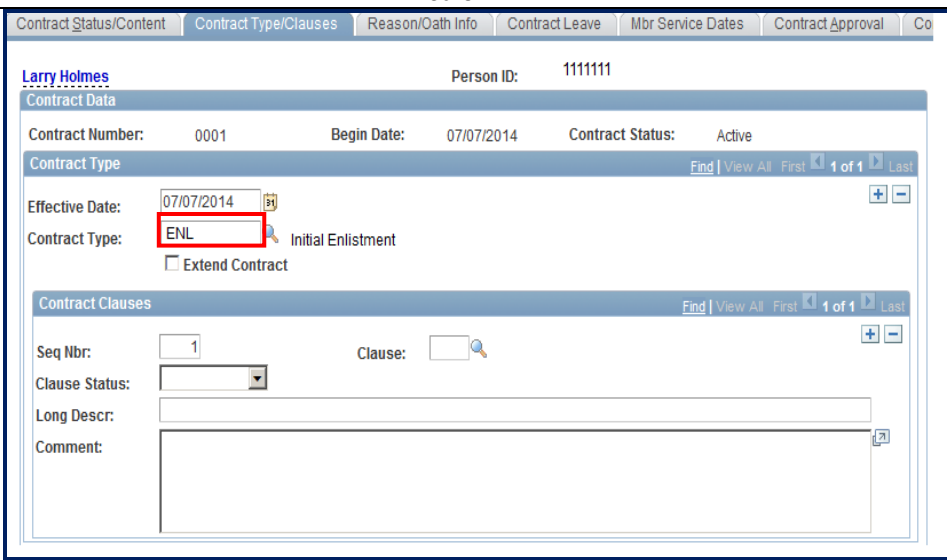
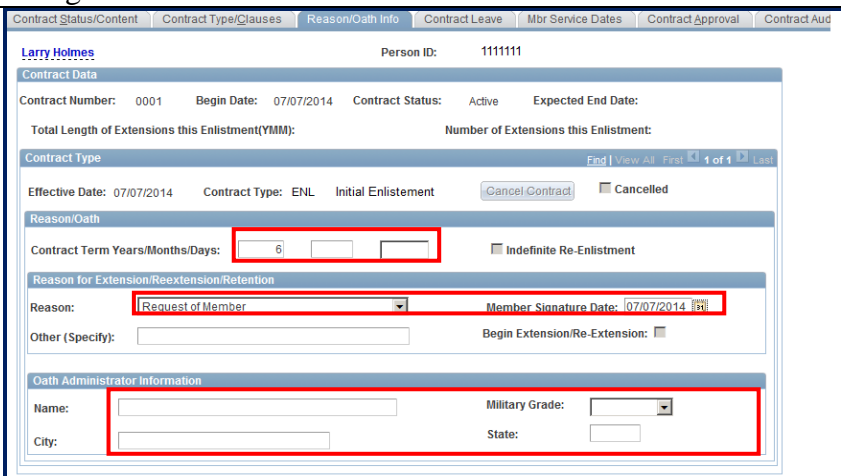
Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	<div data-bbox="386 348 984 772">  </div> <p>Enter EMPLID and Contract Number (First contract = 0001) Click Add You will be navigated to Contract Status/Content</p>
4	<div data-bbox="375 917 1198 1398">  </div> <p>Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case AD) <u>A Contract Content statement is required</u></p> <p>Navigate to Contract Type/Clauses</p>

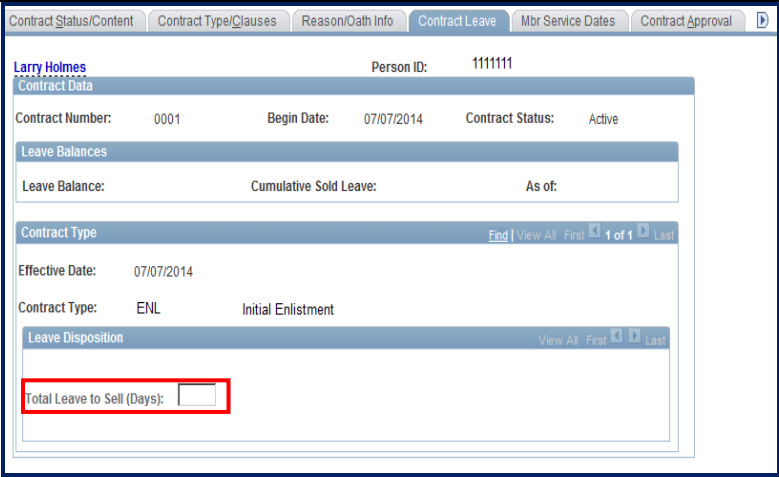
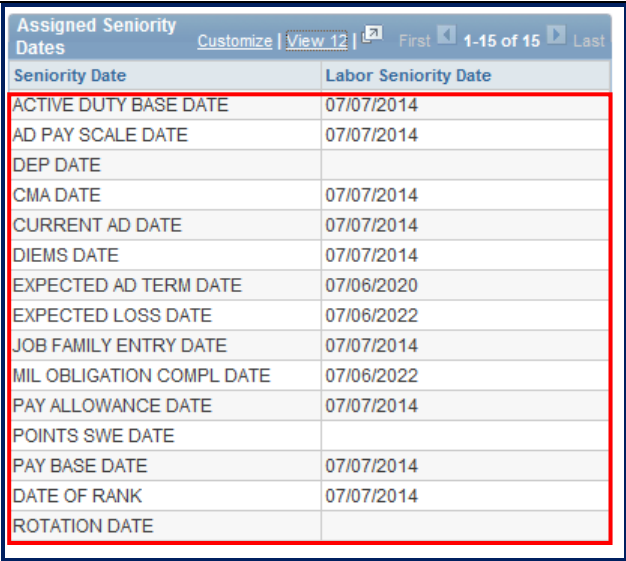
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Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contact Type from the drop-down Effective date should default correctly Under Contract Clauses you may select Clause status (optional/required) and enter any contractual specific comments Navigate to Reason/Oath Info</p>
6	 <p>Enter Contract Term Years/Months/Days (in this case 6 years) Select a Reason from the drop-down and Select Member Signature Date (date contract signed) Add Name of Oath Administrator and applicable Military Grade and City/State where contract was administered. Navigate to Contract Leave tab</p>

Continued on next page

Accessions – Contract Data, Continued

Step	Action																																
7	<div data-bbox="326 310 1101 783">  </div> <p data-bbox="326 825 721 892">Enter any leave to be sold Navigate to Mbr Service Dates</p>																																
8	<div data-bbox="326 892 948 1449">  <table border="1"> <thead> <tr> <th>Seniority Date</th><th>Labor Seniority Date</th></tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>07/07/2014</td></tr> <tr><td>AD PAY SCALE DATE</td><td>07/07/2014</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>07/07/2014</td></tr> <tr><td>CURRENT AD DATE</td><td>07/07/2014</td></tr> <tr><td>DIEMS DATE</td><td>07/07/2014</td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>07/06/2020</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>07/06/2022</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>07/07/2014</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>07/06/2022</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>07/07/2014</td></tr> <tr><td>POINTS SWE DATE</td><td></td></tr> <tr><td>PAY BASE DATE</td><td>07/07/2014</td></tr> <tr><td>DATE OF RANK</td><td>07/07/2014</td></tr> <tr><td>ROTATION DATE</td><td></td></tr> </tbody> </table> </div> <p data-bbox="326 1488 1393 1667">Click View All on Assigned Seniority Dates Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and <u>verify</u> the dates entered during the <u>ACCESSION process</u> are entered correctly. Navigate to Contract Approval</p>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	07/07/2014	AD PAY SCALE DATE	07/07/2014	DEP DATE		CMA DATE	07/07/2014	CURRENT AD DATE	07/07/2014	DIEMS DATE	07/07/2014	EXPECTED AD TERM DATE	07/06/2020	EXPECTED LOSS DATE	07/06/2022	JOB FAMILY ENTRY DATE	07/07/2014	MIL OBLIGATION COMPL DATE	07/06/2022	PAY ALLOWANCE DATE	07/07/2014	POINTS SWE DATE		PAY BASE DATE	07/07/2014	DATE OF RANK	07/07/2014	ROTATION DATE	
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ROTATION DATE																																	

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Accessions – Contract Data, Continued

9

Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates **Contract Approval**

[Larry Holmes](#) Person ID: 1111111

Contract Data

Contract Number: 0001 Begin Date: 07/07/2014 Contract Status: Active

Contract Type Find | View All First 1 of 1 Last

Effective Date: 07/07/2014 Contract Type: ENL Initial Enlistment

Route for Approval

Approval Type:

Approver:

Dept of Approving SPO: CG AIRSTA DETROIT

Approval Status:

Approval Date:

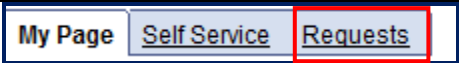

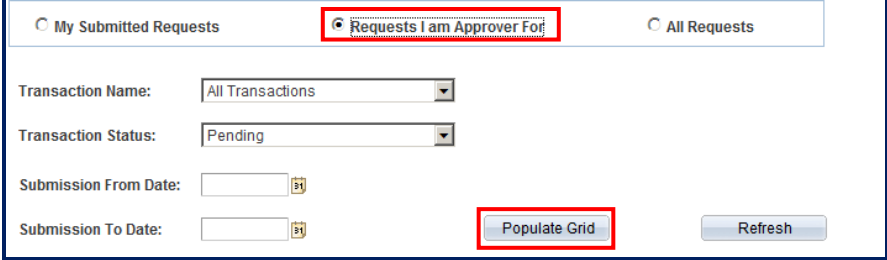

Click on **Submit for Approval** and approval will be routed to **Approving SPO**

Contract Approval

Introduction This section provides the procedure for approving a contract.

Discussion SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select Requests I am Approver For and Populate Grid
4	 Click on Approve/Deny

Continued on next page

Contract Approval, Continued

Step

5

Action Request

Contract Approval

Holmes, Larry P.

- Please verify the contract data and leave disposition information.
- If Changes are needed, enter details about changes in the Comments field.
- Click Approve or Deny button

Request Details

Contract Number: 0001	Contract Type: ENL
Contract Status: A	Contract Effct: 07/07/2014
Contract Begin Dt: 07/07/2014	
Expected End Dt: 07/06/2020	

[Get Details](#)

Request Information

Contract Term: 6 Years	Mbr Signature Date: 07/07/2014
Reason: Request of Member	SRB Entitlement:
Num Extensions: 0	EXT Tour Length:
Expect AD TermDt: 07/06/2020	Expected Loss Date: 07/06/2022
Leave Balance: 0	Cumulative Sold: 0
Total Leave Sell:	

Comment:

Approve

Deny

Contract Approval

Contract Approval: Pending

One Level Approval

Pending

Joseph H. Fraizer
SPO Approvers Deptd

6

Contract Approval

Contract Approval: Approved

[View/Hide Comments](#)

One Level Approval

Approved

Joseph H. Fraizer
SPO Approvers Deptd
07/09/14 - 4:38 PM

Comments

Joseph H. Fraizer at 07/09/14 - 4:38 PM
Welcome to the USCG

Contract is approved. Member is fully Accessed into USCG